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23 July 1952

MEMORANDUM: FOR THE RECORD

SUBJECT : Regular Weekly Staff Meeting

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1. On Tuesday morning 22 July 1952 Col. Baird, [REDACTED] met to discuss the particular problems of the Divisions of the Office of Training. Col. Baird advised that staff meetings from henceforth would become a regular weekly affair, to be held every Tuesday morning at 9:00 a.m. The Chief, Support Staff, is to act as reporter of proceedings and the conference shall be attended by the above individuals and by any other members of Training where the proposed agenda would indicate a need for their presence.

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2. The following items were discussed:

a. Col. Baird stressed the need for the establishment of written correspondence and informational procedure for internal use within the Office of Training. He cited as an example for the definite need of this written procedure, the recent case in which an employee of OTR, without the knowledge and/or consent of the Director of Training and the Deputy Director for Training (General), negotiated with four individuals for employment with the Agency to conduct a summer seminar prior to receiving clearance on these individuals from Inspection and Security. Definite commitments were made to the individuals concerned and overt steps were taken by one of them to move his family to Washington, thereby incurring great expense. It developed that three of the individuals did not meet security requirements and could not be employed by the Agency with resultant embarrassment to the Agency and possible legal action.

b. The names and positions of the three individuals are as follows:

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NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S

DDA Memo, 4 Apr 74

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These names are listed in order that employees of OTR will be on notice that the individuals do not meet security requirements.

e. Col. Baird will issue a memorandum shortly to all office heads which will require that the Cover Division be kept currently advised of all educational and training institutions that OTR has contracts with or is negotiating with. This memorandum comes about by a recent negotiation with [REDACTED] which, it developed, is an extremely poor cover for our activities.

[REDACTED]

e. Through the reorganization of the DDP office, it is anticipated that there will be approximately 350 potential personnel for other slots in the Agency. Col. Baird feels that OTR should offer a program to develop these people and through an assessment program a determination made on their possible future assignment. If this develops, OTR may need additional space and it may be necessary to move some present training units to [REDACTED] is to check into the housing situation at [REDACTED] to determine what our potential is.

f. The transfer of [REDACTED] staff to TR(S) should release a block of space in wing D, [REDACTED] of Administrative Services is negotiating for additional space in [REDACTED] in order that we may have two contiguous wings which would permit the consolidation of the testing requirements of OTR. [REDACTED] is to stay on top of this.

g. Discussion was had of the present Career Service Program as affected by the reorganization of the DDP. [REDACTED] recommended a uniform Career Service Program for OTR and the establishment of a Personnel Policy Board within Training. [REDACTED] were to get together on this.

h. Col. Baird informally approved the reorganization of space in wing 3, first floor, Temporary I Building in order to provide adequate space for [REDACTED] as well as to provide better utilization and consolidation of Support and Training activities.

i. [REDACTED] raised the question as to whether there was a disaster plan laid on not only for TR(C) but for OTR in general. [REDACTED] will look into this with the view in mind of revising the plan to incorporate new personnel and recent space changes.

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Chief, Support Staff

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Director of Training

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